



THE COMMUNICATOR

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Grant County Employee Newsletter

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Grant County's Lean Initiative

Submitted by Joyce Roling, Personnel Director



Grant County is excited to join other counties in using **Lean** principles to improve process and efficiencies. **Lean** is a method used that improves speed and efficiency of any process by eliminating waste. Once waste has been identified, processes are redesigned to allow service, information or product to flow through the new process without interruption. In other words, the efficiencies are used to allow for increased production in services, whether it is less lag time, shorter waiting lists, decreased complexity of processes, improved quality, or improved process transparency. These are all examples of benefits of using **Lean**.

In January 2015, select Grant County staff will begin Lean Management Training which consists of six courses facilitated by Southwest Technical College. We are very fortunate to have the leadership of Grant County supportive of our **Lean** endeavor by allocating funds towards the training. With the assistance of SWTC, Grant County also received a grant to assist with the cost.

All the employees will be part of the **Lean Initiative**. You will receive periodic updates and information on the **Lean** process as we move through our journey. Please feel free to contact me at any time should you wish to learn more.

Anyone wishing to have a specific subject discussed in a future newsletter may contact Joyce Roling at 723-2045 or jroling@co.grant.wi.gov.

Open Enrollment (November)

The County's Annual Open Enrollment period for insurance, flex, and AFLAC changes will be November 3rd through November 28th. All changes will be effective January 1st. Please watch for a special Open Enrollment edition of The Communicator that will be sent to you during the latter part of October and will contain all the information you will need during Open Enrollment.

CONGRATULATIONS

2014 WIPSCOM Telecommunicator of the Year

Thomas Schindler

Grant County Sheriff's Office

Tom Schindler was nominated for the 2014 WIPSCOM Telecommunicator of the Year award by Grant County Sheriff's Office Communications Supervisor Chris Johll. WIPSCOM is a partnership of Wisconsin APCO (Association of Public-Safety Communications Officials) and NENA (National Emergency Number Association) Chapters of Wisconsin Public Safety Communications.

Tom Schindler was nominated for the Telecommunicator award because the hard work he does as Telecommunicator/Dispatcher with the Grant County Sheriff's Office. Tom Schindler always demonstrates a positive attitude towards all aspects of his job. Tom is very confident and knowledgeable Telecommunicator always looking for ways to improve the Grant County Sheriff's Office Communications Center. Tom is the "go to guy" each department wishes they had. Tom does not hesitate to take on additional duties besides his normal dispatching duties. The esteem the department holds for Tom, is based squarely on Tom's honesty, integrity, reliability, and loyalty, actions which reflect the highest traditions of public safety service. Tom's whole career has been public safety; Tom strives and excels in his pursuit of his career. Tom understands our past, present and embraces the future of communications at the Grant County Sheriff's Office.

Tom started his career in dispatching by working part time at the Grant County Sheriff's Office. Tom was hired as a full time Dispatcher in 1990 at the Fond Du Lac Police Department before moving closer to home and working a few years at the Iowa County Sheriff's Office as a Jailer/Dispatcher. Tom started working at the Grant County Sheriff's Office in September 2005.

Tom was presented with the 2014 WIPSCOM Telecommunicator of the Year Award on April 16, 2014 at the WIPSCOM spring training held in Stevens Point, WI. The spring training was held during National Telecommunicators Week. Tom's family was present for the awards presentation.



Pictured L to R
 Sheriff Nate Dreckman
 Dispatcher Tom Schindler
 Communications Supervisor Chris Johll
 Captain Tony Sheckles



Tom and his family
 Front row, William. 2nd Row, Bell & Gloria
 Back Row, Theron, Tom & Angie
 Missing from the picture is Tom's mother,
 Kate Schindler and her special friend Laker

Article submitted by Chris Johll, Communications Supervisor

Focusing on Fitness

We all want to be healthy and fit, but it can be tough to get motivated and then stick with it. Many tools are available that may help you, but how do you choose the best one for your needs? The State of Wisconsin Department of Health Services published the below comparison to assist you in researching your options.

Comparison of Online Nutrition and Physical Activity Campaigns

Campaign Title / Website (Covers both activity & nutrition)	Individual or Group	Types of Tracking	Campaign Timeframe	Cost	Description or key features
<u>"START " American Heart Association</u>	Individual or Group	Distance walked Dietary intake	Open all year	\$0	<ul style="list-style-type: none"> Log times/distance in activity diary Weekly summary of progress Plot walking routes on personal map Enter foods in diary Corporate/group component
<u>MyPyramid Tracker</u>	Individual	Activity Nutrition	Open all year	\$0	<ul style="list-style-type: none"> Track and assess diet and dietary needs Track and assess physical activity (Note: use condensed option) Links to nutrient and physical activity information Has tutorial
<u>Fit Day</u>	Individual	Activity Nutrition Weight	Open all year	\$0	<ul style="list-style-type: none"> Track food, exercise, weight, BMI and other goals Nutrition detail for 1,000's of foods Long term diet analysis View your calories, nutrition, weight loss & more Personal calendar feature
<u>The Fitness Journal</u>	Individual or Group	Activity Nutrition Weight Other	Open all year	\$40/yea r fee. Free, 30-day trial	<ul style="list-style-type: none"> Comprehensive tracking, reports and journals available Corporate wellness packages available Also tracks smoking and other health factors Has guided tour on web site
<u>Physical Activity & Weight Only</u>					
<u>America On the Move</u>	Individual or Group	Individual or Group progress to goal	6-week	\$0	<ul style="list-style-type: none"> Monitor weight Activity levels by individual & team T-shirt
<u>Lighten Up Wisconsin</u>	Group	Weight, Activity	100 days	\$15/ person	<ul style="list-style-type: none"> Monitor weight Activity levels by individual & team T-shirt
<u>Traineeo</u>	Individual or Group	Activity Calories Weight	Open all year	\$0	<ul style="list-style-type: none"> Online tour Motivation based Group forums (Avoid advice from lay people)

Flu Vaccinations; It's that time of the year again

Can I get a flu shot at the County's Health Department?

The Grant County Health Department is offering flu shots to county employees and dependents that are members of the County's employee health insurance plans. Dean and Medical Associates Health Plans will pay for these shots. Bring your insurance card with you to any of their clinics or office when you receive your shot.

Special Employee Influenza Shot Clinics for County Employees

Unified Community Services; October 14th from 8:45 a.m. to 9:15 a.m.

Orchard Manor; October 16th from 9 a.m. to 11 a.m.

Highway Dept; October 21st from 2:30 p.m. to 3:30 p.m.

Social Services; November 5th from 11:30 a.m. to 12:30 p.m.

Health Dept; Any weekday; 8:30am to 12:00pm; 1:00pm to 4:00pm

The complete schedule for immunizations can be found on the county website at www.co.grant.wi.gov (click on Health Department).

What does it cost?

Medical Associates Health Insurance: Covered in full; No deductible; No prescription drug co-pay. The Grant County Health Department will bill Medical Associates insurance for Grant County's group health insurance members.

Dean Health Insurance: Flu shots are covered in full as preventive if they are done in the office at a plan provider. The Grant County Health Department will bill Dean insurance for Grant County's group health insurance members. If members use another plan pharmacy that does not submit the claims for them, Dean will reimburse the flu shot cost up to \$27 upon the member submitting a flu shot claim form.

Flu shots and good hand washing are two of the best ways to prevent illness!

The ALS Ice Bucket Challenge made its way through Grant County this summer.

Employees of the County's Health Department willingly helped the Health Director when he accepted the challenge.

You can learn more about ALS research and awareness at <http://www.alsa.org/>



Do you have money left in your flex account?

Remember with healthcare and daycare flex you USE IT OR LOSE IT. You must request reimbursement before March 31st, 2015 for your 2014 healthcare and daycare flex election balances. Contact EBC or the County's Personnel Office if you have questions.

EBC: (800)346-2126 or www.ebcflex.com

Grant County Personnel: (608)723-2540 or dmergen@co.grant.wi.gov



Grant County's Health Insurance (2015)

New Benefit!

Hearing Aides will be covered by Medical Associates beginning 1/1/2014 (currently covered by Dean). Remember to use a provider approved by your insurance company.

Monthly Cost for Full-Time Employees

	2014				2015			
Dean Health (Almost no change)	TOTAL COST	COUNTY SHARE *	EMPLOYEE SHARE *	FLEX AMOUNT PER PAYCHECK *	TOTAL COST	COUNTY SHARE *	EMPLOYEE SHARE *	FLEX AMOUNT PER PAYCHECK *
Single	577.84	548.96	28.88	14.44	577.84	548.96	28.88	14.44
Family	1646.84	1399.82	247.02	123.51	1444.60	1227.90	216.70	108.35
Employee/Spouse	1213.46	1031.44	182.02	91.01	1213.46	1031.44	182.02	91.01
Employee/Child(ren)	1097.90	933.22	164.68	82.34	1097.90	933.22	164.68	82.34
Medical Associates	TOTAL COST	COUNTY SHARE *	EMPLOYEE SHARE *	FLEX AMOUNT PER PAYCHECK *	TOTAL COST	COUNTY SHARE *	EMPLOYEE SHARE *	FLEX AMOUNT PER PAYCHECK *
Single	546.39	519.07	27.32	13.66	594.84	565.10	29.74	14.87
Family	1267.63	1077.49	190.14	95.07	1380.03	1173.03	207.00	103.50
Employee/Spouse	1147.44	975.32	172.12	86.06	1249.18	1061.80	187.38	93.69
Employee/Child(ren)	983.49	835.97	147.52	73.76	1070.70	910.08	160.62	80.31

*Note: County and Employee shares of health insurance are pro-rated for regular part-time employees.

Wisconsin Retirement System Education Sessions

A representative from the Department of Employee Trust Funds (ETF) presented educational information to County employees on August 28th. This was focused on employees that were more than five years away from retirement. The presentations were about an hour long and led to a fantastic question / answer session.

ETF also offers group presentations to employees less than five years away from retirement.

Please contact the County's Personnel Department if you are interested in participating in a future session. We can ask them to come back if there is enough interest.

Visit etf.wi.gov for other learning opportunities and to sign up for email updates/news.

Tips for reaching your retirement savings goal — even if you're behind Submitted by Wisconsin Deferred Compensation (WDC) Program

Are you behind on saving for retirement? You're not alone. Nearly half of workers born between 1948 and 1964 appear to be at risk of outliving their retirement savings.¹ And more than one-quarter of workers don't think they have enough money to pay for basic expenses in retirement.² If you're younger, retirement may seem light years away, but like many workers in their 30s and 40s², you may already be behind on saving.

Here's what investors at different life stages can do to save more for retirement.³

The Younger Years (20s to Mid-40s): Take advantage of the decades ahead to get on track.

Step up your savings

As a young investor, you have the luxury of time. Even a small increase in the amount you are contributing to your workplace retirement plan can make a big difference. In 2013, the IRS allows you to contribute up to \$17,500 pre-tax to your workplace retirement plan.⁴

Don't tap your nest egg

It can be tempting to make an early withdrawal from your retirement savings, but if you do, you'll pay income taxes on the money and, in many cases, a 10% federal early withdrawal penalty.⁵ Moreover, you'll lose the potential growth that money may reap over time. Borrowing from your retirement account—assuming your plan allows it—is far from ideal, especially if you're unable to repay the loan. Moreover, if you lose your job, you may have to repay the loan in 60 to 90 days or it will be treated as a taxable withdrawal.⁶

Go for growth

Financial professionals generally recommend that investors in their 30s and early 40s hold at least 70% to 80% of their retirement portfolio in equities. But many investors in that age group don't hold nearly that much, according to data compiled for smartmoney.com by the Employee Benefit Research Institute.⁷ Since you can sacrifice potential growth by playing it too safe, it's important to hold an age-appropriate, diversified portfolio.⁸

Midlife and Retirement Years (Late 40s and Beyond): Consider your options.

Minimize a shortfall

If you're age 50 or older, in addition to the \$17,500 you're allowed to contribute you can make an extra \$5,500 in "catch-up contributions," if allowed by your plan (457 plans have special catch-up provisions that may allow employees within three years of normal retirement age to contribute even more). If you haven't maxed out, look for ways to cut back elsewhere so you can boost your contributions.

Keep working

If you're able to work longer, you'll save more and give your savings more time to potentially grow. Or consider part-time work or a career change to do something you love. You'll likely earn less, but the extra income will offset your living expenses and help you stretch your retirement savings.

Consider Social Security

Eligibility for Social Security benefits begins at age 62, but your benefit increases with each year you delay

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collecting, up until age 70. To get a sense of the now versus later trade-off, visit the Social Security Administration's Retirement Estimator at www.ssa.gov for an estimate of your potential benefit amounts.

1 "The EBRI Retirement Readiness Rating," July 2010, ebri.org.

2 "2012 Retirement Confidence Survey," ebri.org.

3 This is not intended as financial planning or investment advice. Representatives of GWFS Equities, Inc. are not registered investment advisors, and cannot offer financial, legal or tax advice. Please consult with your financial planner, attorney and/or tax advisor as needed.

4 irs.gov

5. The 10% early withdrawal penalty does not apply to 457 plan withdrawals.

6 "If Laid Off, Must I Pay 401(k) Loan Penalties?" May 16, 2012, smartmoney.com.

7 "What's Gen X So Scared Of? Stocks." May 5, 2011, smartmoney.com.

8 Diversification of an investment portfolio does not ensure a profit and does not protect against loss in declining markets.

Dana's Desktop

by Dana C. Andrews, IT Technician



Are you familiar with the term Google Dorking? The U.S. government is. The FBI released a memo recently advising government agencies about the practice of using Google search in creative ways to discover documents that should not be viewable by the general public.

It works like this. Google does much more than just search by words and phrases. Using one of their many filters, you can search by file types, URLs, number ranges and many other specific qualifiers. There is also a whole catalog of text operators (Minus sign means don't include a term, Boolean operators AND and OR, phrase searches). Information hackers identify a series of government online documents and they then cull links, terms, file names, references, HTML coding, meta data and such to fully develop how the agency is posting online. This is like you providing a blueprint of your house to burglars.

An example given was an incident in 2011 where Social Security Numbers were found on a Yale University FTP server. One of the worst uses of this technique is when a notice is posted of discovered software vulnerability. Hackers can use the terms in the notice to search and see which agencies are running that affected software or code.

There is a software tool called FOCA (Fingerprinting Organizations with Collected Archives) that automatically analyzes sets of web pages and returns details such as author names, email addresses, network naming conventions, system paths, software titles, software versions, IP addresses and operating system data.



We like to try to be complete and helpful when we put together documents for the public. However we need to understand (and review) what we expose when we do this. We have a variety of anti-hacking tools in place on our network however if someone calls and can say "Hey, Jeff Anderson asked me to look at your computer about an issue with eWisacwis" you are more than likely going to think this is a legitimate request. It is published that Jeff is the head of I.T., most state social service divisions use eWisacwis websites, and with some unintended information culled that we are frustrated with some aspect of that website, a caller or emailer can now be quite convincing.

To see a list of Google search filters:

<https://sites.google.com/site/gwebsearcheducation/advanced-operators>

Service Anniversaries

October through December (5 year increments)

Douglas Hubbard (Highway), **35 years** on October 3

Vance VanKirk (Sheriff), **15 years** on October 3

Randall Stojan (ADRC), **15 years** on October 18

Jennifer Vesperman (Orchard Manor), **15 years** on December 2

Tricia Vogelsberg (Orchard Manor), **15 years** on December 28

Brenda Post (Orchard Manor), **10 years** on October 12

Kathy Marty (Health), **10 years** on November 8

Troy Moris (Health), **10 years** on December 3

Jessica Gavinski (Social Services), **10 years** on December 6

Kathleen Mumm (Orchard Manor), **10 years** on December 21

Andrew Walz (Orchard Manor), **5 years** on October 8

Robin Wagner (Orchard Manor), **5 years** on October 26

Susan Lees (Orchard Manor), **5 years** on November 6

Lorraine Mergen (Orchard Manor), **5 years** on November 24

Laura Lane (Orchard Manor), **5 years** on November 30

Chad Helbing (Highway), **5 years** on December 7

Congratulations on reaching these milestones! Thank you.

Retirement Recognition

May 31, 2014 through September 20, 2014

James Rooney (Highway), **9 years** (retired June 5)

Jeffrey Hesseling (Highway), **42 years** (retired June 6)

Jeannie Morgan (Highway), **22 years** (retired June 12)

Alan Neises (Conservation, Sanitation, and Zoning), **29 years** (retired June 24)

Donna Haines (Orchard Manor), **38 years** (retired July 11)

Mary Rasmussen (Health), **35 years** (retired July 18)

Gerald Richard (Highway), **31 years** (retired July 31)

Janell Bradshaw (Orchard Manor), **12 years** (retired August 6)

Terry McCartney (Highway), **24 years** (retired August 7)

Grant County wishes you a happy and healthy retirement!

Reminder ~~ Contact Dawn at the County Personnel Office (723-2540) at least two months before your retirement date so we can assist you with the process. Thank you!